



City of Racine Parks, Recreation & Cultural Services Public Event Application

Play
Every Day.

(For new events/returning with significant changes)

INSTRUCTIONS: Please carefully read the attached "Public Event Planning Instructions" before completing this application. Incomplete applications will not be accepted.

Applying for a NEW public event? Yes No
Applying for a RETURNING public event with significant changes? Yes No

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STEP 1: SELECT A LOCATION(S)

please select all that apply:

- Crosswalk Park, 317 Main St.
- Harris Plaza, 605 Grand Ave.
- Island Park, 1704 Liberty St.
- Lake Michigan Pathway
- Lincoln Park, 2200 Domanik Dr.
- Lockwood Park, 4300 Graceland Blvd.
- Monument Square, 502 Main St.
- North Beach Park, 1501 Michigan Blvd.
- Pershing Park, 800 Pershing Dr.
- Root River Pathway
- Sam Johnson Parkway
- Stage-on-Wheels
- Other _____

STEP 2: EVENT ORGANIZER INFORMATION

Name of Event Organizer Jose Felix
 Name of the Organization Gato's Enterprise LLC
 Address 704 Romayne Ave City/State Racine WI Zip 53402
 Daytime Phone _____ Cell Phone 262 994 2907 Email jmfelix1972@gmail.com
 Alternate Contact Marcia Felix Phone 262 994 8960 Email Marcia.Felix23@yahoo.com

Please select appropriate response

Event Organizer is an: Individual Proprietor Corporation* LLC* Other _____
 Is the applicant organization a not-for-profit? Yes* No

(*Please attach a proof of your not-for-profit status or a copy of the business structure status to this application for verification purposes.)

STEP 3: EVENT INFORMATION

Event Name Summer Kickoff Carnival Expected Attendance 500
 Date(s) of Event May 25, 26, 27 - 2024 Start Time 10:00 AM End Time 8:00 PM
 Set-up Date May 24 Set-up Start Time 8:00 AM Set-up End Time 8:00 PM
 Tear-down Date May 28 Tear-down Start Time 8:00 AM Tear-down End Time 8:00 PM
 Does your event require you to be in the park before 8 a.m. and after 10 p.m.? Yes No

STEP 4: RUN/WALK INFORMATION

Run/Walk Step-off time _____ Total # of Aid Stations _____
 Does the route include any portion of the City bicycle pathways? Yes No
 Run/Walk route map included? Yes No

How will the route be marked? (i.e. staff/volunteers at turns, signs staked in grass along the route, etc.)

STEP 5: STAGE-ON-WHEELS INFORMATION

Delivery Location _____ Location Street Address _____ Zip _____
 Delivery Date _____ Delivery Time _____ Pick-up Date _____ Pick-up Time _____
 Open/Close/Use Information: Date Stage to be OPENED _____ Opening Time _____ Closing Time _____
 Additional Opening Date _____ Opening Time _____ Closing Time _____

Is additional staging needed? yes no Will amplified music be played? yes no Will electricity be needed? yes no

STEP 6: ADDITIONAL INFORMATION

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- 1) Has this event been previously held in a City of Racine park?
Event Name Summer Kickoff Carnival Location North Beach Park yes no
- Will you be selling, serving, and/or sampling beer and/or wine at your event? yes no
- 3) Will you be selling, serving, and/or sampling food/beverages at your event? yes no
- 4) Will you have amplified sound at this event? yes no
- 5) Will you have any temporary structures such as tents, stages, inflatables at this event?
of tents/canopies Size of tents/canopies yes no
- 6) Will your event feature vendors? yes no
- 7) Will your event include the use of portable toilets? (# of portable toilets 2) yes no
- 8) Does your event include animals, exhibitions or petting zoos? yes no
- 9) Will you be posting advertisement for your event within the City of Racine Parks? yes no
- 10) Will your event require Monument Square Drive to be closed? yes no
- 11) Will your event require use of the electrical services? yes no

SECURITY DEPOSIT REFUND INFORMATION To whom will the Deposit Refund be sent:

Name of Payee/Organization Gato's Enterprise LLC ATTN Maria Felix
 Street Address 704 Romaine Ave RM/FLR/STE/UNIT
Racine State WI Zip Code 53402

APPLICATION SIGNATURE

The event organizer/applicant hereby certifies that all of the information provided within and for this permit application is true and correct to the best of his/her knowledge. The applicant understands falsification of information may result in termination of use/permit and furthermore could result in denial of future use of park facilities. Applicant certifies he/she has read and understands the Public Event Planning Instructions.

The applicant agrees to have an authorized representative in attendance at the event at all times the event is in progress, who shall supervise the reserved premises to ensure that the event is conducted in a safe and orderly manner. Applicant agrees to pay City for PRCS permits sixty (60) days prior to the first park use date and within 30 days following the date of invoice the cost of overtime expenses incurred by City for its assistance in the implementation of this permit.

RELEASE OF LIABILITY

Applicant hereby covenants Not To Sue and agrees to Indemnify, Defend, and Hold Harmless City, its departments, officers, agents, employees, &/or volunteers from and against any and all costs (no limitation), damages, expenses, attorneys fees, or liability for personal injuries, bodily injuries, death, or property damage, of any character and to any person or property, regardless of cause, arising out of the acts of or sustained by Applicant, permit holder, event organizer, its officers, employees, agents, volunteer workers, participants in said Event or frequenters of said area during the time specified in the application and issued permit.

I have read this release and waiver of liability, fully understanding its terms, and understand that I have given up substantial rights by signing it. I realize I am not required to sign the Release. *Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.*

Signature of Authorized Event Organizer: [Signature] Date 12-4-23

***If you are a Limited Liability Company, all partners must provide a signature:

Signature of Partner: [Signature] Title: Date:
 Signature of Partner: Title: Date:

OFFICE USE ONLY:

Does request require approval by the Board of PRCS or Common Council?
 Yes No Approval date:
 Carnival permit - needed
 Special event permit - needed
 Event Schedule Letter of Request Layout Map/Route Certificate of Liability Not-For-Profit
 (needed)

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City of Racine Parks, Recreation & Cultural Services Public Event Application

*Play
Every Day.*

NARRATIVE, SCHEDULE, ROUTE/SITE MAP, STAGE-ON-WHEELS

Please provide a brief narrative of the event. If your event is a new event, provide a detailed "Letter of Request" on a separate sheet of paper:

The Event will be a small Carnival for families to enjoy Memorial Day weekend.

EVENT SCHEDULE

The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed and the park is available for regular use.

The schedule should include all activities planned for the event, including but not limited to:

- General: set-up, hours of operation, teardown/clean-up, leave park
- Vending: when vendors will set-up, hours of operation, teardown/clean-up, leave park
- Music/Performance: stage set-up, performance schedule, teardown/clean-up, leave park
- Displays, Exhibits, Demonstrations: set-up, open hours, teardown/clean-up, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), set-up, clean-up, leave park

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Example: 8:00 a.m.	Example: Set-up
May 24th 8:00am	Setup
May 25th 10:00-8pm	hours of operation
May 26th 10am-8pm	hours of operation
May 27th 10am-8pm	hours of operation
May 28th 8am	tear Down

Please attach a detailed event route/site map and/or Stage-on-Wheels placement map.

Site map should include, but is not limited to, the following:

- | | |
|---|-----------------------|
| Accessible paths for wheelchairs | Placement of Vehicles |
| Disabled parking | Portable toilets |
| Dumpsters | Signage |
| Exit location for fenced outdoor events | Stages |
| Event perimeter | Temporary structures |
| Fencing | Vendors |
| Garbage and recycling receptacles | |

If the event includes a run/walk component on City streets, the approval of the City of Racine Parks, Recreation, & Cultural Services department for the use of the park **does not imply approval of the proposed route**. Routes need to be approved through Department of Public Works and City of Racine Police Department.




What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

This should have minimal impact on the surrounding residents.

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Hoffert Dr

Lake Michigan Pathway

-  - Rides
-  - games or Food
-  port a potti

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 North Beach Oasis

1501

Lake Michigan Pathway

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Hoffert Dr

Google
Hoffert Dr

Lake Michigan Pathway